

**Rental Application - Sublettor**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

**Property Address Desired:**

1 <sup>st</sup> choice:	
2 <sup>nd</sup> choice:	
3 <sup>rd</sup> choice:	
<b>Desired Move-In Date:</b>	<b>Size of Apt Desired:</b>

**APPLICANT:**

Name:		E-Mail:	
Address:		Home Phone:	
City:		Work Phone:	
State/Zip:		SSN:	
<b>Emergency Contact/Parents Name:</b>	<b>Address:</b>	<b>Phone:</b>	
<b>Please Circle:</b>	<b>School, Lab, Dept.</b>	<b>Date of Completion:</b>	
Student / Grad Student			
Faculty / Staff / Post Doc			
Employee			
Annual Earnings: \$	Supervisor:	Yrs on Job:	
<b>Child or Minor Name:</b>	<b>Age:</b>		

**INCOME: Please fully describe source of income that will cover rent. Include grants, savings, scholarships, parents, employment, ETC.**

Source:	Amount:
Source:	Amount:
Source:	Amount:

**REFERENCES:**

Current Landlord:	Phone:
Previous address of applicant:	

**\* Additional applicants see reverse side (for e-mail use 2<sup>nd</sup> / 3<sup>rd</sup> page.) Each applicant or family is required to pay a \$35.00 non-refundable application fee.**

**NOTE:** A credit check may be conducted as part of this application. Completion of an application does not guarantee that an apartment will be available. Application is subject to Landlord's approval. Occupancy dates are subject to prior tenants vacating. Apartments are usually ready for occupancy 3 - 7 days after vacancy. Please be advised, if your lease starts on the 1<sup>st</sup> or 15<sup>th</sup> of the month, this **DOES NOT** necessarily mean that the apartment will be ready for occupancy on the 1<sup>st</sup> or the 15<sup>th</sup>. Please discuss with your rental agent your specific date of occupancy approximately 30 days prior to your commencement date. Your rent will be pro-rated per diem. We will not be responsible for damages you may incur due to housing being unavailable. Landlord further agrees to refund payment made herewith, less administrative charges, if application is declined or housing is unavailable. Pets are not allowed. This application is the first step in renting an apartment and is not a lease. Upon approval we will contact you with additional instructions in order to complete the leasing process. Please note, apartments are held only with security deposits and signed leases.

I have read and fully understand the above \_\_\_\_\_  
 Initials

By signing below, applicant represents that the statements made herein are true and complete and authorizes verification of all information.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADDITIONAL APPLICANT:**

Name:		E-Mail:			
Address:		Home Phone:			
City:		Work Phone:			
State/Zip:		SSN:			
<b>Emergency Contact/Parents Name:</b>		<b>Address:</b>		<b>Phone:</b>	
<b>Please Circle:</b>		<b>School, Lab, Dept.</b>		<b>Date of Completion:</b>	
Student / Grad Student					
Faculty / Staff / Post Doc					
Employee					
Annual Earnings: \$		Supervisor:		Yrs on Job:	

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Source:	Amount:
Source:	Amount:

**REFERENCES:**

Current Landlord:	Phone:
Previous address of applicant:	

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Initials

By signing below, I certify information provided is true and complete and I authorize verification of all information.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADDITIONAL APPLICANT:**

Name:		E-Mail:
Address:		Home Phone:
City:		Work Phone:
State/Zip:		SSN:
<b>Emergency Contact/Parents Name:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Please Circle:</b>	<b>School, Lab, Dept.</b>	<b>Date of Completion:</b>
Student / Grad Student		
Faculty / Staff / Post Doc		
Employee		
Annual Earnings: \$	Supervisor:	Yrs on Job:

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FOR OFFICE USE ONLY

Application Fee .....	\$ _____
Security Deposit (2 Months) .....	\$ _____
1 <sup>st</sup> Months Rent .....	\$ _____
Additional Pro Rata Rent:	
____ Days @ \$ _____ .....	\$ _____
Total payment due .....	\$ _____
Less payment made herewith:	
Security Deposit \$ _____	
Other _____ \$ _____	
Other _____ \$ _____	
Total rec'd \$ _____ .....	\$ _____
Total payment due on signing of lease \$ _____	